



**UNITED STATES  
DEPARTMENT OF NAVY  
CAREER INTERNSHIP OPPORTUNITY**  
**Announcement #FCIP-ONR-08-1037-NR**  
**Location: San Diego, CA**

Are you interested in a career that provides you with the opportunity to earn good money and affords you new challenges? If so, then consider applying for a career internship with the U.S. Department of Navy. There are many good reasons to consider working for the Navy. It provides a chance for you to gain insight in how a Federal government agency operates and exposes you to the exciting career options.

The internships run for a two-year period. Upon successful completion of the internship, the program provides an opportunity for conversion to a permanent Federal position.

**AVAILABLE CAREER INTERNSHIPS**

We are currently accepting applications from **October 15, 2008 to October 20, 2008** for the following position:

★ **Contract Specialist, GS-1102-07  
(Full Performance Level: GS-12)**

Salary: GS-07: \$39,691 to \$51,594 per annum

This is an entry-level career development position with the Office of Naval Research in San Diego, CA. As a trainee, the selectee will work towards the full performance level of the position performing a full range and scope of research and development contract administration functions and system reviews encompassing the administration of contracts, grants, and special agreements with major educational institutions and nonprofit organizations in a designated geographic area.

**HOW TO APPLY**

We are seeking applications from individuals who meet the following qualifications:

Applicants are required to meet the Basic Requirement: Successful completion of a baccalaureate degree from an accredited educational institution, *and* have completed 24 semester hours in any of these business-related subjects: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

**For the GS-07 position:** Applicants are required to meet the Basic Requirement, as stated above and one of the following:

1 full year of related graduate-level education or law school **OR** Superior Academic Achievement at the undergraduate level (see Note 1) **OR** 1 year of specialized experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. The specialized experience for this position may have involved developing, negotiating and awarding contracts. Note: In order to receive consideration, your resume must document degree (s) completed, including the field of study, number of semester or quarters hours completed and year degree received. Please list completed coursework. Only list the 24 semester hours which support the basic requirement. *OR* Upload your transcript.

*Note 1.* For a definition of Superior Academic Achievement, visit - <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>

**Once you are sure that you meet the qualification**

**requirements...** You will need to complete an "Occupational Questionnaire" assessment on-line, which will walk you thru the process of uploading your resume. The questionnaire will tell us about your experience and education. **Quick Tip** - Your resume should include - your experiences (state hours of work (i.e. 40 hrs) and length of time (month/year), include your education, (state the Institution, Degree(s) & GPA received (your overall and/or last two years), include the field of study, number of semester or quarter hours completed and the year the Degree was received *OR* upload your transcript.)

You have from **Wednesday, October 15, 2008** until midnight **Monday, October 20, 2008** to complete the on-line questionnaire.

To complete the questionnaire and upload your resume, visit the following website... <https://applicationmanager.gov/> and click 'Create an Account' (if you don't already have an account). Once logged into your account, in the 'Start a New Application' box...enter the **Vacancy Identification Number: PH216260**. You will no longer be considered for the position if you fail to complete the on-line questionnaire and upload a resume by midnight on **Monday, October 20, 2008**.

Should you have any questions concerning this 'Occupational Questionnaire', please call 215-861-3074, Monday thru Friday, during the hours of 8:00am to 4:00pm EST. Long distance charges may apply or e-mail at [philadelphia@opm.gov](mailto:philadelphia@opm.gov).

Please note, consideration for the position will be based on the successful completion of the online Occupational Questionnaire and your uploaded resume with required information as stated above.

**VETERANS PREFERENCE:** Have you ever served in the military? If so, you may be entitled to claim veterans preference. Visit <http://www.dol.gov/elaws/vets/vetpref/choice.htm> to learn more. Please state your preference if you are claiming veterans preference... **In your resume**, state your military Active Duty dates, type of discharge, rank and date of retirement, and if applicable, service connected disability and date of disability letter.

**EQUAL EMPLOYMENT OPPORTUNITY**

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

**BENEFITS PACKAGE**

- Vacation and Sick Leave
- Paid Federal Holidays
- Flexible Work Schedules
- Promotional Opportunities
- Flexible Spending Account
- Matching Government Contributions
- Retirement Plan 401K equivalent
- Health and Life Insurance
- Family Friendly Leave
- Cost of Living Increases
- Long Term Care Insurance